



Missouri State Fleet Information System

User's Guide Vehicle Contact Screen

This screen is used to maintain vehicle contacts for your agency. Agencies can add vehicle contacts to this screen for selection on the assignment data and repair request screens.

The data entry requirements on this screen are self-explanatory.

Once a contact is added to the system, the contact will be available to assign to the following fields on the Assignment Data Screen:

- Contact (general contact)
- Primary Maintenance Contact
- Secondary Maintenance Contact

Primary & Secondary Maintenance Contacts are used for agencies to designate the person(s) responsible for scheduling and coordinating maintenance of the vehicle. Primary & Secondary Maintenance Contacts are required to submit an online Repair Request to OA Vehicle Maintenance.

Primary Maintenance contacts are the recipient of preventative maintenance email reminders that are generated no more than once a month to indicate that a vehicle may be due for preventative maintenance.

Fleet Manager Contacts (one per agency) are designated individuals that receive fleet drivers license change notification emails.

If a contact changes (leaves employment or changes job duties) a replacement can be entered so that each vehicle assignment record does not have to be updated individually. To replace one contact with another, select the "old" contact (make sure that all the fields are populated with the old information). Type over the data fields with the new contact information and hit the submit button.